



The County of Los Angeles Department of  
Public Works Women's  
Leadership Council presents



# Women's Leadership Legacy Conference

## Frequently Asked Questions

**Thursday, November 20, 2014**

Pasadena Convention Center / Ballroom

300 East Green Street

Pasadena, CA 91101

<http://www.pasadenacenter.com/index.php/facility-info/ballroom>

**1) What is the Women's Leadership Legacy Conference?**

The County of Los Angeles Department of Public Works Women's Leadership Council will host its fourth annual Women's Leadership Legacy Conference on November 20, 2014 at the beautiful Pasadena Convention Center. With the theme of "The Legacy Project," the conference is expected to attract more than (600) professionals representing both the County of Los Angeles and surrounding cities.

<http://dpw.lacounty.gov/general/leadershipconference/>

**2) What is the date & time of the event?**

**Thursday, November 20, 2014**

7:30 am – 4:30 pm

**3) Sponsor+ Exhibitor load-in/load-out?**

**Load In: Thursday, November 20, 2014 @ 6:00 – 7:00 am**

All set up must be completed by 7:00am.

***Please park your vehicle first and then load in via the PCC Ballroom front entrance:*** Feel free to use the regular front entrance on 300 East Green Street.

***There are two entrances for PCC onsite parking:***

Marengo Avenue to the west and Euclid Avenue to the east between Green Street and Cordova (\$10 per entry for the first 16 hours). If the parking lots get full, our staff will direct guests to the Paseo Colorado parking lot across the street (\$9 per entry). ***Please see last page for map of the venue***

There will be no storage facility during the event. Please plan and account for the transportation and delivery/pickup of any items or displays on the day of November 20, 2014. It is required that all displays and material be out of the venue no later than 6:00 pm same day.

**4) What types of collateral should I bring?**

We recommend you bring your company collateral for (600) guests including brochures, pamphlets, press sheets, etc. and must be contained within your space. All collateral must be tastefully displayed and are subject to the approval of the producer. Any media "blurb" sheets are encouraged as guests are always interested in learning about who, what and where your product / service have been and who uses them! All items and signage must be free standing, the venue does not allow stapling, taping, etc.

**5) Where do I ship my products or equipment before event?**

All items must be brought onsite that day and removed after the event. The venue does not have the option to pre-ship prior to the event date.

If you are staying at the Hilton Pasadena ([pasadena.hilton.com](http://pasadena.hilton.com)) you can arrange to ship packages there no more than (3) days prior to your check in date. Please be sure to include the name on your reservation and check in date on the shipping label to ensure your packages don't get lost. There are no fees for Hilton guests to ship packages.

**6) Can I participate in the gift bag?**

Yes, another great way to showcase your company to conference attendees is through the gift bag! If you would like to donate (600) or more gift bag items please let us know what your company would like to contribute. Some examples of great gift bag items are branded water bottles, branded padfolios, keepsakes, etc. At this time, brochures and pamphlets will not be accepted.

Please email Amanda ([amanda@innovatemkg.com](mailto:amanda@innovatemkg.com)) and include a detailed description and/or photo of your gift bag item with your submission for approval

**7) Where do I park during the event?**

***There are two entrances for PCC onsite parking:***

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**8) What space will I be assigned?**

You will be provided (1) 6' table, a white linen/burgundy skirt and (2) chairs in each exhibitor space.

**9) Hotel:**

The Hilton Pasadena is located (2) blocks away from the Pasadena Convention Center

**Hilton Pasadena**

168 S. Los Robles Ave.  
Pasadena, CA 91101

626.577.1000

[pasadena.hilton.com](http://pasadena.hilton.com)

**10) What do I do with trash?**

Trash cans will be provided throughout the venue and replenished with trash bags throughout and during the event.

Any large boxes must be broken down and stacked neatly by your space and a representative will come and clear it for you.

**11) Is there a place to store my personal items?**

No, we suggest leaving all valuable items in your car. The venue and the event producer is not responsible for any lost or stolen property.

**12) Do I have access to electricity and Wi-Fi?**

Electricity and wi-fi can be ordered at an additional cost. Please contact Amanda Ma ([amanda@innovatemkg.com](mailto:amanda@innovatemkg.com)) to order.

Power: \$40 per power outlet

Wi-Fi: For one user \$25



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### Map of venue:

